

# FAIZAN ZAFAR (B.E. in Civil Engineering)

## SENIOR PROCUREMENT/CIVIL ENGINEER

### CONTACT

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#### IMO

Faizan Zafar

#### LINKEDIN

[Engr. Faizan Zafar](#)

#### LOCATION

Pakistan-Karachi

Riyadh- KSA (Currently)

### EDUCATION

- BE IN CIVIL ENGINEERING (N.E.D University of Eng. & Tech.) – **2012**
- GOVT. DELHI COLLEGE (HIGHER SCHOOL CERTIFICATE) – **2008**
- METROPOLIS ACADEMY (SECONDAR SCHOOL CERTIFICATE) – **2006**

### MEMBERSHIP

- SAUDI ENGINEERING COUNCIL.
- PAKISTAN ENGINEERING COUNCIL.

### SKILLS

- ORACLE (ERP E BUSINESS SUITE)
- DELTA SOFTWARE (ACCOUNTS PAYABLE)
- PRIMAVERA (P6)
- MS PROJECT
- ETABS v 9.2
- AUTOCAD (Autodesk)
- MICROSOFT OFFICE

### INFORMATION

Gender : Male  
Marital status : Married  
BOD : Sept. 16, 1990  
Nationality : Pakistani  
Driver License: KSA

### ABOUT ME

A certified Civil Professional Engineer with almost 8 years of experience on handling large-scale of construction projects, successfully performed duties on various projects till date from initiation to commissioning for healthcare, educational, hospitality, residential and infrastructure sector, knowledge and application of procurement material practices, international codes, general & standard procedures, can perform multi- tasking duties related to any particular area, a good team player as and when required by the organization.

Seeking an opportunity in a senior role with a growing and dynamic company where, I can further enhance my professional skills and continue to advance up my career.

### CAREER HISTORY

#### A- SENIOR PROCUREMENT ENGINEER (CIVIL/ARCH.):

#### AL-RASHID TRADING AND CONTRACTING- (RIYADH, KSA) JUNE 2014 – PRESENT

##### ARAMCO EXPEC ARC PROJECT:

Project Value : Over 1BN SAR  
Client : Saudi ARAMCO  
Design Consultant: Dar (Perkin + Wills).  
Location : DHAHRAN  
Duration : 30 Months

##### ARAMCO HOUSING UDHALIYA PROJECT:

Project Value : Over 700 M SAR  
Client : Saudi ARAMCO  
Design Consultant: M/s SLFE Consultant  
Location : AL-HASA  
Duration : 12 Months

##### KING ABDULLAH PROJECT KAP4

Project Value : Over 2.5BN SAR  
Client : Ministry of Interior (MOI, KSA)  
Consultant : PROGER  
Location : RIYADH, JEDDAH, MAKKAH  
ABHA, JAZAN, NAJRAN  
Duration : 48 Months

##### SABIC AL MATRAAFIYAH HOUSING

Project Value : Over 1.5 BN SAR  
Client : SABIC  
Consultant : SABIC  
Location : JUBAIL  
Duration : 30 Months

##### AL-RASHID HOTEL, (GRAND HYATT REGENCY)

Project Value : Over 2BN SAR  
Client : GRAND HYATT  
Consultant : RASHID SAAD AL-RASHID  
Location : KHOBAR  
Duration : 48 Months

### **JOB RESPONSIBILITIES:**

- To support the projects team in the development of material procurement strategy based on various procurement routes and planning the strategies as per the client's requirement.
- To assist/prepare the budget for projects based on design and cost management plan.
- To coordinate with the planning team to prepare procurement planning schedule for project long and short lead items/projects deliverables.
- To float tender inquiries in local and to overseas vendors/contractors/sub-contractors and arranging RFQ's, RFP'S, and RFI's as required.
- To review evaluated vendors/contractors in order to secure the best possible deals on goods that are needed for project operations.
- To review/compare and check historical prices with newly quoted prices & evaluating the reasons for any significant discrepancies & take appropriate action to secure competitive pricing via strategic sourcing wherever necessary.
- To analyze available data on the costs, prices, margins and markups of the submitted process in order to negotiate competitive prices.
- To prepare negotiation strategy considering (prices, delivery time, contract, staff, financial status, etc.) for shortlisted suppliers/contractors and negotiating with them to secure bids on basis of value for money.
- To review/prepare report on negotiated tender and give recommendations to management on finalizing the contract.
- To assist the contracts department with vendors and customers to agree to the contract terms and relationships in order to achieve the interests of the company/client.
- Developing and managing supplier relationship while maintaining ethical standards for smooth transaction of business operation.
- To assist contracts/administrations in finalizing contracts based on appropriate contract.
- To coordinate with finance department for issuing bank guarantees, LC's, releasing payments, etc.
- To check invoices vss delivery notes vs approved materials to approve/issue payment certificates.
- To attend the meetings regularly with contractor's, project teams to expedite goods delivery as and when required for project Progress to meet milestones and deadlines.
- To monitoring report on all procurement transactions, costs and inventories.
- To ensure that requisitions, orders, delivery to the site relating to procurement and supply are clear and correctly correlating to the required specifications.
- To coordinate all procurement activities and resolving them as instructed by the management.
- To research and identify potential new vendors in the market and manage company's vendor database.
- To review vendor's pre-qualification and visiting manufacturing units and preparing reports accordingly.
- To prepare purchased orders by using ERP/ DELTA software.
- Screening of Purchase requisition prior to forward to Procurement Manager.
- Strong relationship management skills with Project Members, Consultants, Engineers, Clients, Vendors, Suppliers, Sub-Contractors & so on for framing structural parameters as well as the technical & commercial specifications.
- To review vendor's pre-qualification and visiting manufacturing units and preparing reports accordingly
- To ensure commercial, legal and contractual compliances in all the procurement transactions.

### **B- TRAFFIC/HIGHWAY ENGINEER**

#### **EA CONSULTING PVT. LTD. KARACHI, PAKISTAN MAY 2013 – JUNE 2014**

- Design Review Consultancy of Flood Emergency Reconstruction Project.
- Shaheed Mohtarma Benazir Bhutto Township-Deh Mandiari.
- Site Survey for Pakistan Deep Water Container Port (PDWCP)

### **JOB RESPONSIBILITIES:**

- Review of reports (i.e. Traffic Study, Traffic Management Plan & Pavement report).  
Preparation of comments & report Writing.
- Preparation of traffic management plan in coordination with draft men.
- Preparation of Take-off sheets.
- Work on Pavement designing by using empirical approach on Excel sheet.
- Preparation of BOQ's, Abstract sheet & Bar Bending Schedule for the Sub-Structure & Super Structure.
- Computation of Quantities for a sector of SMBBT (Shaheed Mohtarma Benazir Bhutto Township – Deh Mandiari) using software AutoCAD 3D- Civil.
- Also worked in contracting section for the preparation of comparative estimate, as a part of the Bid Evaluation reports.
- Site Measurement of the Cross-sections, observation of the pavement conditions & on-surface utilities for the development of PDWCP road KPT area.

### **DECLARATION**

I hereby certify that the particulars details furnished above are true and correct to the best of my knowledge.

Faizan Zafar

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